

BUDGET ANALYST (UC)DEFINITION

Under direction, performs responsible and professional staff work in developing, preparing, and monitoring the City's budget.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Analyzes proposed department budgets for accuracy, impact on City resources and adherence to established fiscal policy; participates in budget team conferences and makes recommendations to the Assistant Director of Finance and Management Services and the Senior Budget Analyst regarding budget requests; assists in coordinating the preparation of the proposed budget document for presentation to the City Council; assists departments with the collection, compilation and reporting of cost recovery information; conducts studies and prepares reports on financial matters, management methods, administrative and operating systems and procedures; acts as administrative liaison in assisting department budget staff in preparing department budget requests; analyzes and provides fiscal control of budgetary expenditures; performs research activities concerning organizational structure, staffing, operations, procedures and policies. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS:

This is the journey level classification in the Budget Analyst series. It is the first of a two class series; Senior Budget Analyst is the higher level classification. There is also a link and possible promotional opportunities between this class and the Management Analyst Series (Management Aide, Management Analyst, and Senior Management Analyst). Budget Analyst is distinguished from Senior Budget Analyst in that it does not have supervisory authority. Both classifications have responsibility for coordinating, preparing and monitoring the City's budget.

RECOMMENDED MINIMUM QUALIFICATIONS

Two years of increasingly responsible experience in governmental budgetary and financial activities including administrative, productivity and organizational analysis. Graduation from an accredited four-year college with a degree in public or business administration, finance, economics, accounting or related field may be used in combination with experience to meet the minimum qualifications and desired knowledge, skills and abilities which provide:

Knowledge of: principles and practices of public administration, municipal finance, budgeting and budget procedures, research techniques, methods and procedures.

Skill in: the use of a personal computer and business software applications such as Microsoft Word, Excel, Access, Outlook and financial system software.

Ability to: gather, organize, analyze, and interpret data; draw sound conclusions from assembled information; develop alternative solutions to problems; present research findings and ideas concisely and effectively orally and in writing; exercise resourcefulness in addressing and resolving problems; establish and maintain effective working relationships with municipal officials, managers, employees,

and the general public.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful applicant works well with others and generates a feeling of trust and confidence. This individual complies with policy guidelines and solicits compliance from others in a tactful, diplomatic and professional manner while demonstrating flexibility whenever possible. This person enjoys complex and challenging assignments which test his/her analytical and financial management skills and enjoys being a part of the team that works on the City's budget, multi-year financial forecast, revenue manual, and cost recovery schedule.

Class title established per Council Resolution No. 2006-007,
effective 02-06-06.

Class spec approved: 08/07
ADA approved: 08/07